

**What is claimed is:**

1. A method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system, whereby the first electronic key comprises a memory, which is utilized to store a random number, and the computer system comprises a storage device and an add-in program; the method includes steps of:
  - (a) inserting the first electronic key into the computer system, then utilizing the add-in program to define the electronic seal and generate a corresponding random number, and storing the random number into the storage device and the memory;
  - (b) utilizing the add-in program to insert the electronic seal into the contents of the document and generate attributes of the document, and inserting the attributes of the document into the contents of the document.
2. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein the random number is generated according to characteristics of the electronic seal and a scrambled number.
3. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein the electronic seal is amended in accordance with the random number, and thereby stored in the storage device, and the electronic seal inserted into the contents of the document is provided with an image generated by the random number.
4. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1,

wherein prior to implementing step (a), in accordance with identity and password entered by a user, the computer system implements identity validation procedures in order to prevent misappropriation of the first electronic key.

- 5 5. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein after implementing step (b), the first electronic key is once again inserted into the computer system, and a verification procedure is implemented to verify whether or not the random number stored within  
10 the storage device is consistent with the random number stored within the memory.
6. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein after implementing step (b), the first electronic key is once again  
15 inserted into the computer system, and opens attributes of the document, thereby enabling the user to view status of the document.
7. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein after implementing step (b) the document can be locked thereby  
20 preventing modification of the contents of the document.
8. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein after implementing step (b), a second electronic key is inserted into the computer system, and the computer system checks extent of  
25 authority of the second electronic key, and thereby determines whether

or not the second electronic key is provided with the authority to open the document, if the second electronic key is provided with the extent of authority to open the document, then additional documents can be attached to the document.

- 5 9. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein the first electronic key is provided with a key, and upon touching the key the electronic seal is inserted into the contents of the document.
- 10 10. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein the electronic seal can be inserted into the contents of the document through a user interface of the computer system.
11. The method of using a first electronic key for inserting an electronic  
15 seal into contents of a document in a computer system according to claim 1, wherein the memory is electrically erasable programmable read only memory (EEPROM).
12. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to  
20 claim 1, wherein the first electronic key is connected to the computer system through a Universal Serial Bus port.
13. The method of using a first electronic key for inserting an electronic seal into contents of a document in a computer system according to claim 1, wherein the first electronic key is connected to the computer  
25 system through a RS-232 port.